

REQUEST FOR INFORMATION
Defense Threat Reduction Agency Cooperative Biological Engagement Program
PACOM Regional Workshops and Tabletop Exercises

Synopsis:

This is a Request for Information (RFI). This is NOT a solicitation for proposals, proposal abstracts, or quotations. This notice is for MARKET RESEARCH PURPOSES ONLY, and in no way obligates the United States Government to issue a solicitation or otherwise make a contract award. The Defense Threat Reduction Agency is seeking eligible performers to fully plan, organize, and execute all aspects of a series of workshops and tabletop exercises (TTX) in the USPACOM area of responsibility (AOR).

Background:

The U.S. Department of Defense (DoD) initiated the Cooperative Biological Engagement Program (CBEP) to secure and consolidate Select Agents and Toxins (as identified on the Centers for Disease Control and Prevention and United States Department of Agriculture Select Agent and Toxin list); and enhance biosurveillance, biosafety, and biosecurity standards in accordance with the World Health Organization (WHO) International Health Regulations (IHR 2005) and World Organization for Animal Health (OIE) Guidelines. To achieve its nonproliferation mission, CBEP works collaboratively with partner nations, U.S. Government agencies, and the international community to enhance disease detection, diagnosis, surveillance, and reporting capabilities; develop human resource expertise in public and animal health; promote safe and secure laboratory working environments; and consolidate pathogens of security concern into a minimal number of safe and secure facilities in a sustainable manner.

Purpose and Objectives:

DTRA CBEP plans to hold multiple series of workshops and TTX that are intra-regional to the Asia-Pacific. Country partners anticipated to participate in the events include Cambodia, Lao PDR, Malaysia, Philippines, Thailand, and Vietnam. The locations of all the events will be in the USPACOM AOR, although the location of each event may vary.

The series of events are to focus on the following topics: 1) sample management and transport; 2) disease surveillance reporting data harmonization; 3) biosafety and biosecurity (BS&S) legislation; and 4) emergency operations centers. The first event of each series is expected to outline the topic and highlight best practices; the second is to address the implementation of the topic; and the third is to discuss lessons learned and path forward for that topic area.

The performer is expected to fully plan, manage, and execute all aspects of the four series of workshops and TTX in an integrated and seamless manner. HOWEVER, THIS IS NOT EXCLUSIVELY EVENT PLANNING OR CONFERENCE SUPPORT. In addition to event planning responsibilities (e.g. helping identify appropriate participants, preparing letters of invitation, liaising with participants, coordinating logistics, and making all other necessary arrangements), this effort specifically also includes utilizing relevant subject matter experts to

develop and refine/adapt event materials (e.g. agendas, scenarios and injects, etc.), facilitate the events, and draft detailed reports after the conclusion of each event.

General Requirements:

The following are requirements, capabilities, and deliverables the U.S. Government may request in order to satisfy the criteria of the scope as outlined below and subsequently may issue a Request for Proposals (RFP).

- Requirements
 - Demonstrated ability to plan, manage, and execute all aspects of multiple international events concurrently and in an integrated and seamless manner
 - Demonstrated expertise in all of the following topics: 1) sample management and transport; 2) disease surveillance reporting data harmonization; 3) BS&S legislation (limited to supporting its development by sharing expertise on best practices and lessons learned); and 4) emergency operations centers
 - Working knowledge of the public health and animal health sectors in the Asia-Pacific region, specifically in Cambodia, Lao PDR, Malaysia, Philippines, Thailand, and Vietnam
 - Past participation in, or familiarity with, workshops or TTX in the USPACOM AOR
- Capabilities
 - Coordinate discussions, communications, and planning meetings with CBEP, subject matter experts, stakeholders, and country partners
 - Conduct all event planning responsibilities for the events
 - Contribute expert recommendations on event structure and design, especially as it pertains to successful approaches in working with technical experts from the region
 - Create dynamic scenarios that inspire discussion and help the training audience meet the intended objectives for the event(s)
 - Conduct planning and event facilitation to encourage open and honest discussions within a non-attribution learning environment
 - Review written materials for subject matter accuracy
 - Travel to and within the USPACOM AOR
 - Ability to successfully navigate the cultural norms and customs of countries within the USPACOM AOR
- Deliverables
 - Proposed and final lists of event participants
 - Event materials
 - Reports on event proceedings with recommendations

Response Requirements:

The U.S. Government invites sources that have the capability to meet these parameters and would have an interest to bid on a requirement of similar objectives to respond to this RFI. Responses shall be limited to five (5) pages. Company information shall not exceed one full

page. Pages not included in the total page count are the cover page, the cover letter and the table of contents.

Any and all information submitted in response to this notice is strictly voluntary and in no way obligates the U.S. Government to a monetary compensation or otherwise to make a contract award. The U.S. Government will not return any submitted data and information. The responder may solicit input on technical aspects of the responses from non-government consultants/experts bound by appropriate non-disclosure requirements.

Submission Instructions:

Responses shall be limited to five (5) 8x11 pages and shall:

1. Confirm interest in meeting purpose and objectives provided
2. Demonstrate ability to meet all of the requirements and capabilities
3. Provide past performance information on:
 - a. Planning, managing, and executing all aspects of multiple international events concurrently and in an integrated and seamless manner, preferably in the USPACOM AOR
 - b. Conducting events on each the following topics: 1) sample management and transport; 2) disease surveillance reporting data harmonization; 3) BS&S legislation (limited to supporting its development by sharing expertise on best practices and lessons learned); and 4) emergency operations centers
4. Identify any aspects of the requirements and capabilities that cannot be met, any issues/concerns with the requirements as stated, and proposed solutions to address or remedy the issues/concerns identified

Responses must address each of these 4 areas, with each section clearly labeled (e.g. 1 - Interest, 2 - Ability, 3 - Past Performance, and 4 - Issues/Concerns.)

The submissions should provide administrative information to include the following:

1. Company Information:
 - Company name, CAGE Code, DUNS Number.
 - Name, mailing address, phone number, e-mail of designated point of contact.
2. Sources Sought Questionnaire:
 - Is your company currently providing similar services under any U.S. Government contracts?
 - If yes, for which agency(s)? What is/are the contract number(s)? What contract type? Who is/are the Contracting Officer(s) and Administrative Contracting Officer(s)? What are their pertinent phone numbers, e-mail addresses, etc.? What types of labor categories are you providing under these contracts?
 - How long has your company been providing these types of services? How long has your company provided this type of service to the Federal/DoD/State government?
 - Which NAICS codes do you perform this service under? Which code(s) do you feel best represent this requirement?

The responder should provide information to dtra.belvoir.J4-8C.mbx.fbo-notices@mail.mil with the subject COMPANY NAME_PACOM TTX by 19 April 2017 10:00 AM EST.

Disclaimer and Important Notes:

This is a Request for Information. There is no solicitation available at this time. Requests for Solicitation and inquiries related to same will not receive a response. THIS NOTICE IS PUBLISHED FOR MARKET RESEARCH PURPOSES ONLY, AND IN NO WAY OBLIGATES THE GOVERNMENT TO ISSUE A SOLICITATION OR OTHERWISE MAKE A CONTRACT AWARD. Any and all information submitted in response to this synopsis is strictly voluntary. The Government will not pay for any information submitted in response to this notice and shall become the property of DTRA. The Government reserves the right to use information provided by respondents for any purpose deemed necessary and legally appropriate. Any organization responding to this notice should ensure that its response is complete and sufficiently detailed to allow the Government to determine the organizations qualifications to perform the work. Respondents are advised that the Government is under no obligation to acknowledge receipt of the information received or provide feedback to respondents with respect to any information submitted. After a review of the responses received, DTRA CBEP may issue a pre-solicitation synopsis and an RFP. However, responses to this notice will not be considered adequate responses to a solicitation which may be published in the future.

Confidentiality:

No classified or confidential information should be included in your response. The Government reserves the right to use any non-proprietary technical information in any resultant solicitation(s). Any proprietary information should be clearly marked.